

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: May 16, 2012

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PERSONNEL ACTION MANUAL (PAM) - AVAILABLE ONLINE - MAY 2012 REVISION**

The Internet version of the Personnel Action Manual (PAM) has been uploaded and available on the State Controller's Office public web site. The manual can be obtained at http://www.sco.ca.gov/ppsd_pam.html.

The hardcopy of the revisions will no longer be distributed. The last hardcopy available is from August 2011. All future revisions will be updated on the public web site, exactly the same as we update the Payroll Procedures Manual (PPM). You will receive PAM revision updates the same way as PPM revision updates.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the MAY 2012 PAM are provided below.

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PAM Alphabetical Index

Section 1 1.12: System Information; Telephone Contacts, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: http://www.sco.ca.gov/ppsd_email.html.

If you have any comments/suggestions or questions that would benefit the PAM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

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